



CANNON BUILDING  
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STATE OF DELAWARE  
**DEPARTMENT OF STATE**

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DIVISION OF PROFESSIONAL REGULATION

<b>PUBLIC MEETING MINUTES:</b>	<b>BOARD OF FUNERAL SERVICES</b>
<b>MEETING DATE AND TIME:</b>	<b>Monday, March 7, 2011, 10:00 a.m.</b>
<b>PLACE:</b>	861 Silver Lake Boulevard, Dover, Delaware <b>Conference Room B</b> , second floor of the Cannon Building
<b>MINUTES APPROVED:</b>	March 30, 2011

**MEMBERS PRESENT**

Harry Fletcher, Professional Member, President  
Marceline Knox, Public Member, Secretary  
Chad Chandler, Professional Member  
Danna Levy, Public Member

**DIVISION STAFF/DEPUTY ATTORNEY GENERAL**

Danny Stevenson, Deputy Attorney General  
Michele Urbaniak, Administrative Specialist II

**MEMBERS ABSENT**

William Torbert, Professional Member  
Robert O. Wright, Professional Member  
M.C. Byrd, Public Member

**OTHERS PRESENT**

None

**CALL TO ORDER**

Mr. Fletcher called the meeting to order at 10:00 a.m.

Ms. Levy made a motion, seconded by Ms. Knox, to amend the agenda to revise item 4.3.1 to review both the 2<sup>nd</sup> and 3<sup>rd</sup> quarterly intern reports of Michael M. Platt, and to add item 4.7 to review the funeral director licensure by internship application of Nicole Robinson. The motion passed unanimously.

**REVIEW OF MINUTES**

The Board reviewed the minutes of the October 27, 2010 meeting. Ms. Levy made a motion, seconded by Ms. Knox, to approve the October minutes as written. The motion was unanimously carried.

**UNFINISHED BUSINESS**

**Strategic Planning**

Ms. Knox made a motion, seconded by Ms. Levy, to table the development of a new strategic plan until the next meeting when Mr. Wright and Mr. Torbert are present for the discussion. The motion was unanimously carried.

**Rules and Regulations**

**Progress Report from Legislative Subcommittee**

Mr. Chandler reported that the Legislative Subcommittee has met on one occasion, and the Committee is working on getting input from other states regarding rules and regulations. Mr. Stevenson reported that

the Committee has also discussed advertising. Mr. Fletcher advised that the Board had discussions on advertising last year and he agreed that it is a topic that the Committee should address.

Increase Number of Required Embalming Reports for Interns – Proposal from Mr. Wright

Review Licensure by Reciprocity – Proposal from Mr. Wright

Funeral Establishment Inspections – Proposal from Mr. Wright

Ms. Knox made a motion, seconded by Ms. Levy, to table the proposals from Mr. Wright until the next meeting when he is present. The motion was unanimously carried.

Schedule Next Legislative Subcommittee Meeting

Update on State Funeral LRR Exam

Ms. Urbaniak advised that the transition of the State Funeral exam from paper to computer-based has been completed and the website has been updated.

Review of Deficient Audit Submissions

Matthew J. Genereux (late, no certificates)

John M. Holloway (no certificates)

S. Keith Parsell (1.0 CE short)

Christopher Schulze (no response)

Harvey Torbert Williamson (late, over 65)

The Board reviewed the deficient audit submissions of Matthew Genereux, John Holloway, Keith Parsell, Christopher Schulze and Harvey Torbert Williamson. After discussion, Ms. Knox made a motion, seconded by Ms. Levy, to address the deficient audit submissions as follows:

Matthew Genereux and John Holloway: Mail a certified letter requesting certificates of completion within ten days of receipt of letter.

Keith Parsell: Mail a certified letter notifying Mr. Parsell that he is 1.0 CE credit short and allow him thirty days to make up the 1.0 CE credit and submit a certificate of completion to the Board. Advise Mr. Parsell that the 1.0 CE credit can only be used for the audited 2008-2010 licensure period, and cannot also be used for the current 2010-2012 licensure period.

Christopher Schulze: Mail a certified letter notifying Mr. Schulze that the Board has proposed to deny his 2010 license renewal for failure to respond to the Board's continuing education audit. Mr. Schulze shall have ten days to request a PTD hearing before the Board.

Harvey Torbert Williamson: Mail a letter notifying Mr. Williamson that the Board is in receipt of and accepts his audit submission.

The motion passed unanimously.

## **NEW BUSINESS**

Approval of Licensure Ratification

Crystal Lynn Johnson – Resident Intern

Mr. Fletcher reported that Mr. Torbert had reviewed the Resident Intern application of Crystal Lynn Johnson and approved her for licensure. Mr. Chandler made a motion, seconded by Ms. Knox, to approve the license ratification of Crystal Lynn Johnson. The motion passed unanimously.

Review of Application for Funeral Director Licensure by Reciprocity

Catherine Kelly

Mr. Fletcher reviewed the application for Funeral Director Licensure by Reciprocity of Catherine Kelly. Ms. Levy made a motion, seconded by Mr. Chandler, to approve the licensure of Catherine Kelly contingent upon her passing the State Funeral LRR Examination. The motion passed unanimously.

Review of Funeral Intern Reports

Michael M. Platt – 2<sup>nd</sup> and 3<sup>rd</sup> Quarterly Reports

Mr. Fletcher reviewed the Quarterly Intern Reports of Michael M. Platt. Ms. Levy made a motion, seconded by Ms. Knox, to accept the 2<sup>nd</sup> and 3<sup>rd</sup> Quarterly Intern Reports of Michael M. Platt. The motion passed unanimously.

Nicole L. Robinson – Final Report

Mr. Fletcher and Mr. Chandler reviewed the final Quarterly Intern Report of Nicole L. Robinson. Ms. Levy made a motion, seconded by Ms. Knox, to accept the final Quarterly Intern Report of Nicole L. Robinson. The motion passed unanimously.

William T. Harra – 3<sup>rd</sup> Quarterly Report

Mr. Chandler reviewed the Quarterly Intern Report of William T. Harra. Mr. Chandler made a motion, seconded by Ms. Levy, to accept the 3<sup>rd</sup> Quarterly Intern Report of William T. Harra. The motion passed unanimously.

2011 Annual Meeting of The Conference – Report from Robert O. Wright

Ms. Urbaniak read aloud the following email from Robert O. Wright:

*I am very happy that I did attend this conference here in Myrtle Beach. We are the only state in this conference that does not inspect funeral establishments. I had a very informative meeting with the conference attorney today. He is from Chicago and cannot believe that we are not doing inspections. Even with how we administer our exams is problematic. I hope that we can improve our position soon. We continue to make unproductive licensing with reciprocity. We give but these same states don't provide the same to our licensees. Please share this info with our board members on Monday.*

Mr. Chandler stated that he is not in favor of funeral establishment inspections. Ms. Urbaniak advised that The Conference administers our State Funeral exam, and recently reviewed the exam in its entirety during the transition of our exam from paper to computer, and did not advise of any problems. After discussion, Ms. Urbaniak and Mr. Stevenson clarified the difference in licensure by reciprocity and licensure by endorsement. Mr. Fletcher advised that Mr. Wright will share his observations with the Board at its next meeting.

Requests for Approval of Continuing Education

Regulatory Support Services, Inc. – Annual OSHA Training “Learning From the Mistakes of Others”, Dates as Requested by Funeral Homes – Requesting 3.0 CE Hours

Cooper Wilbert Vault Co. – Marketing of Outer Burial Containers, 1/1/11 – 12/31/11 – Requesting 1.0 CE Hour

Delaware Hospice, Inc. – Lessons from the Light, 4/15/11, Baltimore, MD – Requesting 7.5 CE Hours

After review, Ms. Knox made a motion, seconded by Ms. Levy, to approve the continuing education requests as presented. The motion passed unanimously. Ms. Levy questioned the location of the Hospice seminar. Mr. Fletcher advised that the Hospice seminar will be held in Milford, DE.

District II Seminar and Quad President Roundtable, 4/16/11, Baltimore, MD

Mr. Fletcher reviewed the invitation from Phillip A. Weatherford, District Governor II, of the National Funeral Directors & Morticians Association. Mr. Fletcher and Mr. Chandler both declined the invitation.

Review of Funeral Director Licensure by Internship

Nicole Robinson

Mr. Fletcher reviewed the application for Funeral Director Licensure by Internship of Nicole Robinson. Mr. Chandler made a motion, seconded by Ms. Levy, to approve Ms. Robinson's licensure contingent upon her passing the State Funeral LRR examination. The motion passed unanimously.

**COMPLAINT STATUS**

Mr. Fletcher reported that Complaint 27-06-10 has been assigned to Chad Chandler, and Complaint 27-01-11 has been assigned to Harry Fletcher.

**OTHER BUSINESS BEFORE THE BOARD** (for discussion only)

Mr. Chandler addressed the Board and asked that Board members be sensitive to how painful testimony given during disciplinary hearings may be for witnesses, such as the witness testimony given during the recent Trader hearing.

Mr. Chandler also asked Ms. Urbaniak about the name change request for Beeson Funeral Home, and why it was not on the agenda. Ms. Urbaniak reported that she had spoken with a representative from Beeson who called the office last week to inquire about the name change request. Ms. Urbaniak advised that funeral establishment name change requests are handled by the Division and do not require approval by the Board. Ms. Urbaniak added that funeral establishment ownership change requests do require approval by the Board and will be added to meeting agendas as received.

**PUBLIC COMMENT**

None


**NEXT MEETING**

The next meeting will be held on Wednesday, March 30, 2011, at 10:00 a.m. in Conference Room B, second floor of the Cannon Building, 861 Silver Lake Boulevard, Dover, Delaware.

**ADJOURNMENT**

There being no further business, Ms. Knox made a motion, seconded by Mr. Chandler, to adjourn the meeting at 10:53 a.m. The motion was unanimously carried.

Respectfully submitted,

A handwritten signature in black ink that reads "M. Urbaniak". The signature is written in a cursive, flowing style.

Michele Urbaniak  
Administrative Specialist II